



Lead Accommodations Host

Announcement # M-82911

Salary: \$9.50 - \$12.50 per hour Series/Grade: NF 1101 02

Naval District Washington - Fleet and Family Readiness Program

Department of the Navy Non-Appropriated Funds

OPENS: January 14, 2011

LOCATION: Navy Recreation Center Solomons, MD

First Cutoff: February 14, 2011

CLOSES: Until Filled

AREA OF CONSIDERATION: ALL SOURCES

REGULAR PART TIME POSITION with Benefits

TO APPLY: Download forms on <http://www.cnic.navy.mil/NDW/About/Jobs/>. Submit **ALL** required forms to: Fleet and Family Readiness Program, Attn: HR Office, 47402 Buse Road, Bldg. 467, Patuxent River, MD 20670. *A résumé may be included with the required forms, but NOT in place of the OF-612 and OF-306.* Direct inquiries to: 301-342-7656.

DUTIES AND RESPONSIBILITIES:

Responsible for managing, leading, and directing the lodging operations during specified hours in accordance with regulations/policies and procedures established by the Recreation Accommodations Manager, and NRC Manager. Ensures efficient operation of the park. Maintains manual and automated reservations systems for NRC facilities. Assigns and escorts guest to their spaces and explains facilities available. Responsible for issuing, receiving, and controlling cash receipts and change funds under incumbent's custody. May verify cash count of receipts and change funds turned in by individual cashiers, determining cash shortages or overages by comparing total of cash receipts turned in against cash register readings. Verifies eligibility of guests/patrons, ensuring only authorized patrons utilize Navy Recreation Center facilities. Ensures users of the park are informed of and abide by applicable rules and regulations. Circulates among patrons to maintain order, warns patrons of disorderly behavior, and tactfully removes disruptive patrons from the premises. Inspects campgrounds, MWR rental lodging units, office, and laundry and restroom facilities, taking required action to correct discrepancies. Keeps records and prepares reports pertaining to the operation. Prepares and submits daily report of night/weekend operations to include both minor and serious incidents such as personnel/staffing problems related to work situations, equipment breakdown, and repairs, and other information that concerns NRC operations and management. Performs night audit functions including, but not limited to: preparing folder for next day's reservations, check in paid reservations and checking out any reservations that are due out or are unpaid, process and verify confirmation notices. Provide a list of guests on board to security. Maintains an accurate log of maintenance requirements. Serves as a leader in assuring work assignments of personnel are performed. Resolves minor problems and complaints of employees. Makes recommendations to the appropriate manager regarding the performance of personnel on the shift. Trains night shift employees. Checks work schedules, documenting deviations from established schedules. Provides clerical support for NRC operations. Assists in maintenance and procurement of supplies and equipment.

MINIMUM REQUIRED QUALIFICATIONS:

Should be a high school graduate possessing basic knowledge of the principles and techniques of camping and lodging operations. Basic mathematical, cashiering, and computer skills are required. Must be able to use cash register, computers, and office equipment; understand and utilize established guidelines; and interact well with customers and co-workers. A valid state driver's license is required. **Hours of operation will vary and will include evenings, weekends and holidays.** Must be able to gain access to base computer system.

The starting date for this position will be late March 2011.

Visit our web site: <http://www.cnic.navy.mil/NDW/About/Jobs>

Note: All applicants must address the qualification requirements on your resume/application. If all required qualifications are not cited on your resume/application you will be disqualified

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining of satisfactory employment reference checks.

As a condition of employment, the selected individual will be required to participate in the Direct Deposit/Electronic Fund Transfer program.

Spouses of active duty military members of the Armed Forces may receive preference in hiring under this announcement if they are among the best qualified referred and are within reach of selection. Please clearly identify in your application that you are asking for spouse preference and submit a copy of current PCS orders. **Failure to submit current PCS orders with application will prevent spousal preference from being granted.**

The Department of the Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should contact our Human Resource Office to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case by case basis.

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